

## Dear Parents and Members of the Community,

We understand the importance of Extended Care for our families and have been working diligently to provide this service while maintaining our Covid-19 protocols. Below, I am outlining how you will formally register your child(ren) and highlight policies and deadlines. If you are considering the use of Extended Care, please read through this document in its entirety. Covid-19 and now the Delta Variant have presented us with health and safety obstacles as well as staffing challenges. For Extended Care to be a practical and viable option for our families, we have to depend on knowing the number of children per day per grade. **If you plan on using Extended Care starting in October, you must complete the two steps mentioned below by this Sunday, September 26.**

Thank you in advance for your cooperation and continued commitment to the safety of our community.

Before you register your child(ren) for Extended Care, please review the Extended Care Pricing Structure in our [Payment Guide](#) to view your options and packages.

Once you know what option you are selecting, you must complete the following:

### **First time participants in Extended Care for 2021-2022 school year:**

- Fill out the [Extended Care Registration Form](#) for each child.
- Pay the [\\$35 Extended Care Registration Fee](#) per child

### *Existing Extended Care participants:*

*Continuing Extended Care participants fill out the form only if you need to make changes to the days you are currently registered for. You do not need to pay the \$35 registration fee again.*

### **Conditions of use for Extended Care**

- In order to maintain the integrity of our pod system, students in Extended Care will only be interacting with students of their same grade level. This necessitates additional staff for both Extended Care and etude programs.
- If you register for Extended Care, it is the expectation that your child attends on those days and only those days because EB is staffing the program according to your registration.

- If you register for Extended Care but your child does not attend, you will not be charged **for the first two “no shows.”** If you have any future “no shows,” you will be charged for the Extended Care stay unless your child is sick or is quarantined for COVID-19. If you purchase the monthly, semester or annual package, you will not be charged any additional fee for any “no shows” in that month.
- Starting in November, parents will be able to make changes to their registrations monthly by filling out a new form by the designated date.
- We understand that parents, due to unforeseen circumstances and work schedules, may require additional child care support at certain times. We encourage you to keep your extended care schedule as consistent as possible to allow for appropriate scheduling that specifically addresses COVID-19 protocols. However, if a schedule change cannot be avoided, please fill out an amended form a week in advance and email [susan.laughlin@ebnola.com](mailto:susan.laughlin@ebnola.com) to indicate your change has been made. After the change has taken place, please fill out another form when it is no longer needed. **All students attending Extended Care must also pay the \$35 registration fee.**
- In the case that special circumstances due to COVID-19 require the cancellation of Extended Care, we will do our best to notify you in advance. You will not be charged for any unused days due to cancellation and a credit will be applied to those that purchase monthly Extended Care packages.
- After taking into account the COVID-19 procedures, if EB is able to add ateliers later in the semester, students registered for ateliers may stay in aftercare before their atelier starts at no additional cost and without requiring Extended Care Registration. *They may only stay in after care after the atelier if they register for after care those days.*

## **Times and Location**

- After care ends at 6 p.m. sharp. Parents will be billed at \$2 per minute per child starting at 6:01 p.m.
- Anyone who is not picked up after dismissal who is not registered for after care that day will be charged \$2 per minute starting at 4:01 p.m.
- Refer to dismissal times [on our website.](#)
- For extended care, you will park and bring your child/pick them up from their assigned building, which we will communicate upon registration.
- We will be using the new EZ School Apps system to sign students in/out and will provide further instructions for doing so upon arrival.

## Daily rate

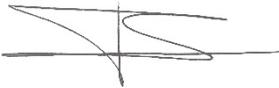
- Once you have registered, by paying the \$35 and submitting the form, you will automatically be charged in EZ School Apps for the days your child attends at the daily rate unless you purchase a package.
- Refer to pricing in the [Payment Guide on our website](#).
  - **There is no longer a “drop in” rate as “drop in” or “as needed” stays are no longer allowed.**
  - There is no longer a need to pre-pay for Extended Care unless you would like to purchase a monthly Extended Care package.
  - Late fee of \$5 each month will be assessed for any balances outstanding for more than one month.

## Monthly, Semester, Annual Package rates

- Refer to pricing in the [Payment Guide on our website](#).
- If you do not purchase the package **before the 25th of the previous month**, you will automatically be charged the daily rate for that month.
- Should we have to cancel Extended Care and you purchased a monthly, semester or annual package, we will apply a credit for the value of the unused stays to your account.
- If you choose to purchase a monthly, semester, or annual package, you will not have to select days in the registration form, but you still need to fill out the registration form through completion (link above).

If you have any questions regarding registration and transactions, please email Bookkeeper Meagan Lanier, [Meagan.lanier@ebnola.com](mailto:Meagan.lanier@ebnola.com). As always, my staff and I are working diligently to keep you updated as challenges develop and new information becomes available. If you have any questions, please do not hesitate to email us at [info@ebnola.com](mailto:info@ebnola.com). Again, I thank you in advance for your cooperation and flexibility. It is our resiliency that makes us stronger to weather the latest pandemic challenges.

Sincerely,



Pierre-Loïc Denichou  
Head of School